



REMOTE WEB USERS Handbook USARPAC SITES ALASKA

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Scheduling of Alaska Ranges, Training Areas, and Facilities:

Is governed by USAG FWA Regulation 350-1, dated 20 April 2010. Unit priority is governed by Chapter 3 of USAG FWA Regulation 350-1.

The unit Battalion S-3, Operations/Training Room, or designated official will require the following: A workstation with web connectivity and a valid RFMSS username and password

When the BN S-3, Operations/Training Room, or designated official accesses the application via the web, data is passed from their location to the RFMSS web server. The RFMSS web server validates the Username and Password and will establish a connection via a secure link to the Range Facility server. Data is then passed from the user to the application server and back via the RFMSS web server.

Web access allows customers to view the Two Week Calendar and submit standard and non-standard requests for ranges, training areas, and training facilities. It also enables the user to process subordinate unit(s) requests, view, and print Range Bulletins.

The RFMSS web server address (URL) is <https://rfmss.belvoir.army.mil>

HELP: For RFMSS login and connectivity questions, call the specific Range Control Functional Administrator (FA):

- Richardson Training Area, 384-6012
- Fort Wainwright and Donnelly Training Area, 353-1195

HELP: Range Operations, Scheduling, and range specific questions contact the specific Range Control Personnel:

Richardson Training Area:

- | | |
|--------------------------|----------|
| • Range Facility Manager | 384-6233 |
| • Range Operations | 384-6231 |
| • Scheduling | 384-3508 |
| • Fire Desk | 384-6230 |

Fort Wainwright:

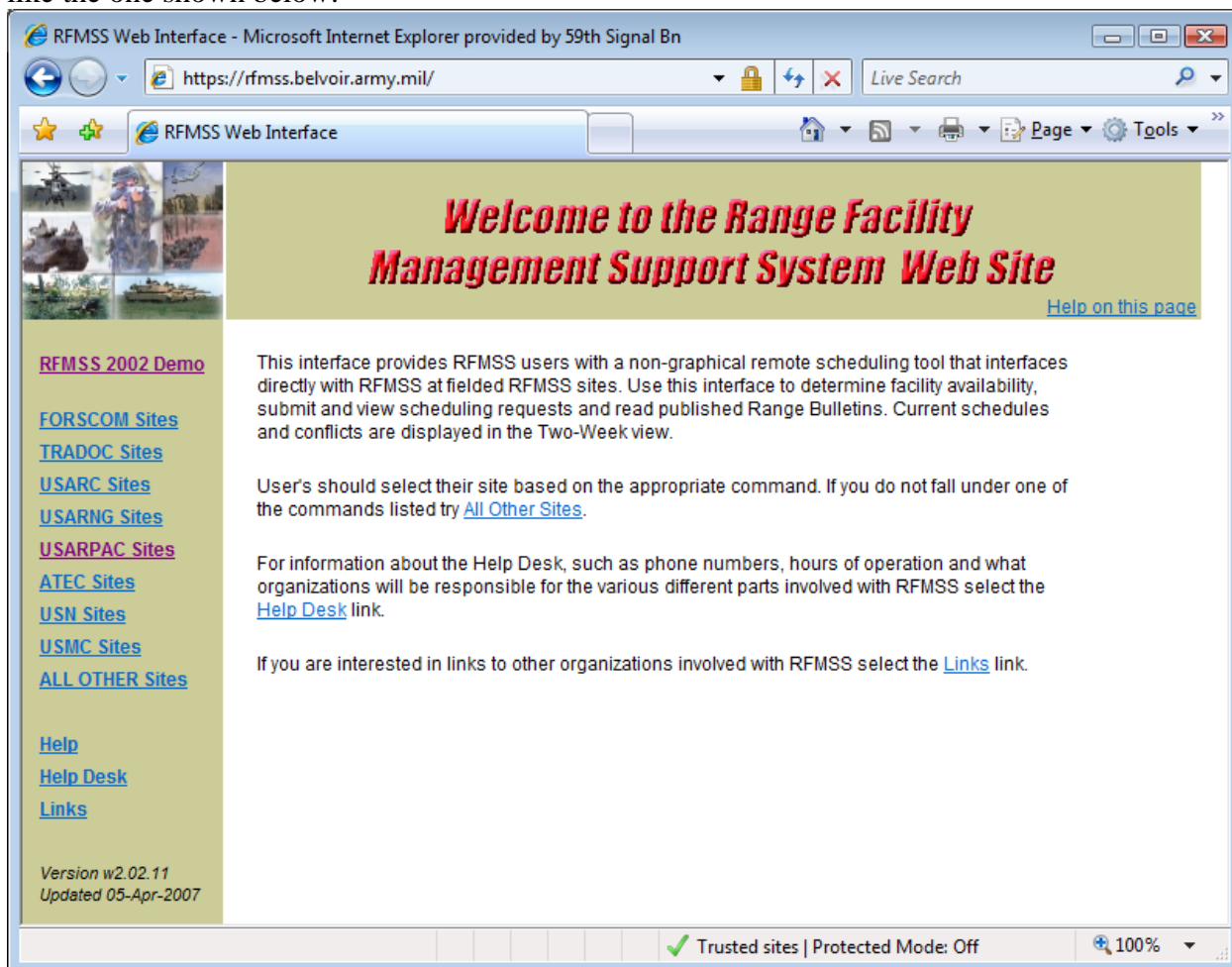
- | | |
|--------------------------|----------|
| • Range Facility Manager | 353-1242 |
| • Range Operations | 353-1244 |
| • Scheduling | 353-1265 |
| • Fire Desk | 353-1266 |

Donnelly Training Area

- Range Facility Manager 873-1447
- Range Operations 873-4717
- Scheduling 873-4714
- Fire Desk 873-4714

Gaining Access to the RFMSS WEB site:

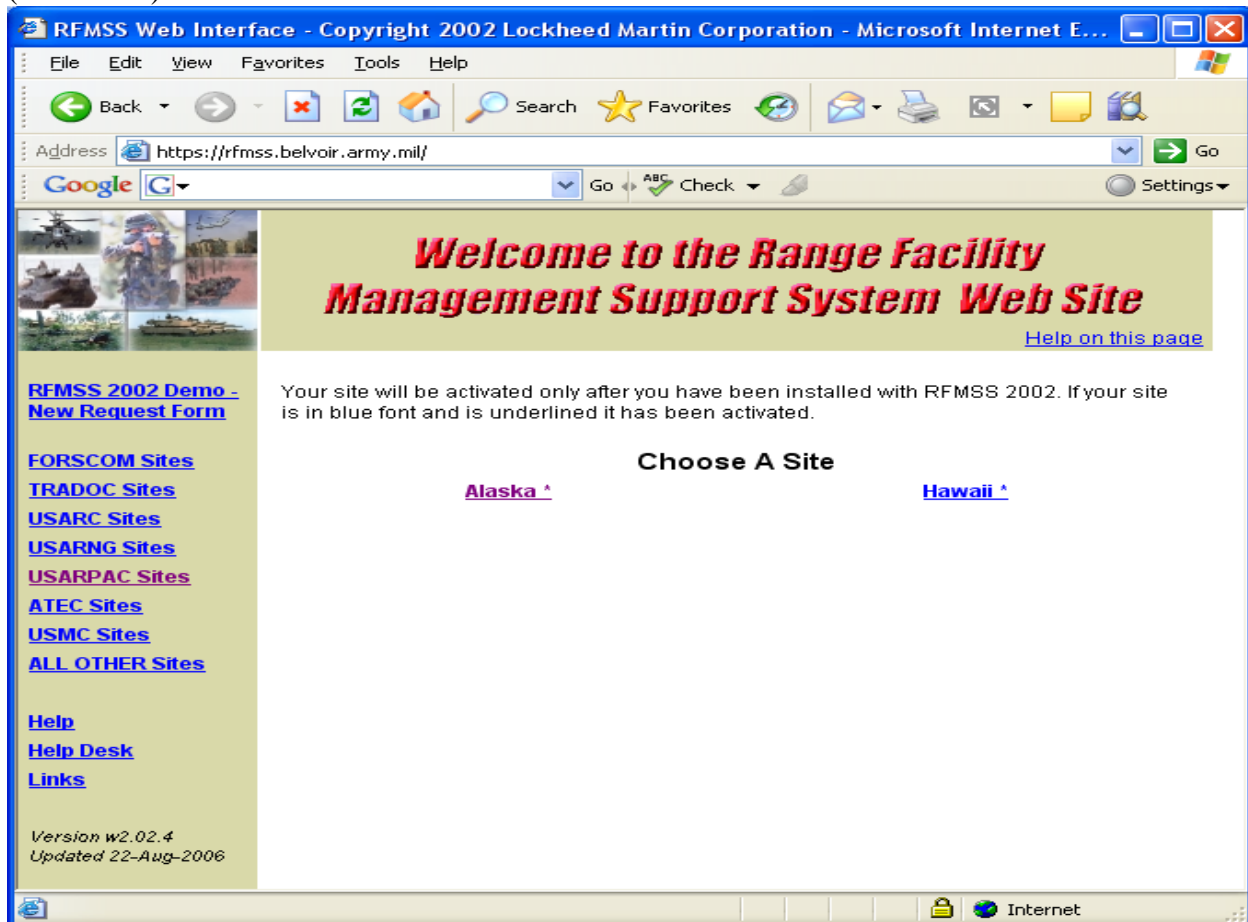
To gain access to the RFMSS system the BN S-3, Operations/Training Room, or designated official must log onto a PC with WEB access. Once the WEB site opens, the BN S-3 or designated official has access to the RFMSS web site via the internet by opening the WEB page, selecting the installation of interest (USARPAC Sites, Alaska). The web page will look like the one shown below.



Once on the web page, use the mouse to select (point and click) the desired site (USARPAC SITES).

Selecting an Installation

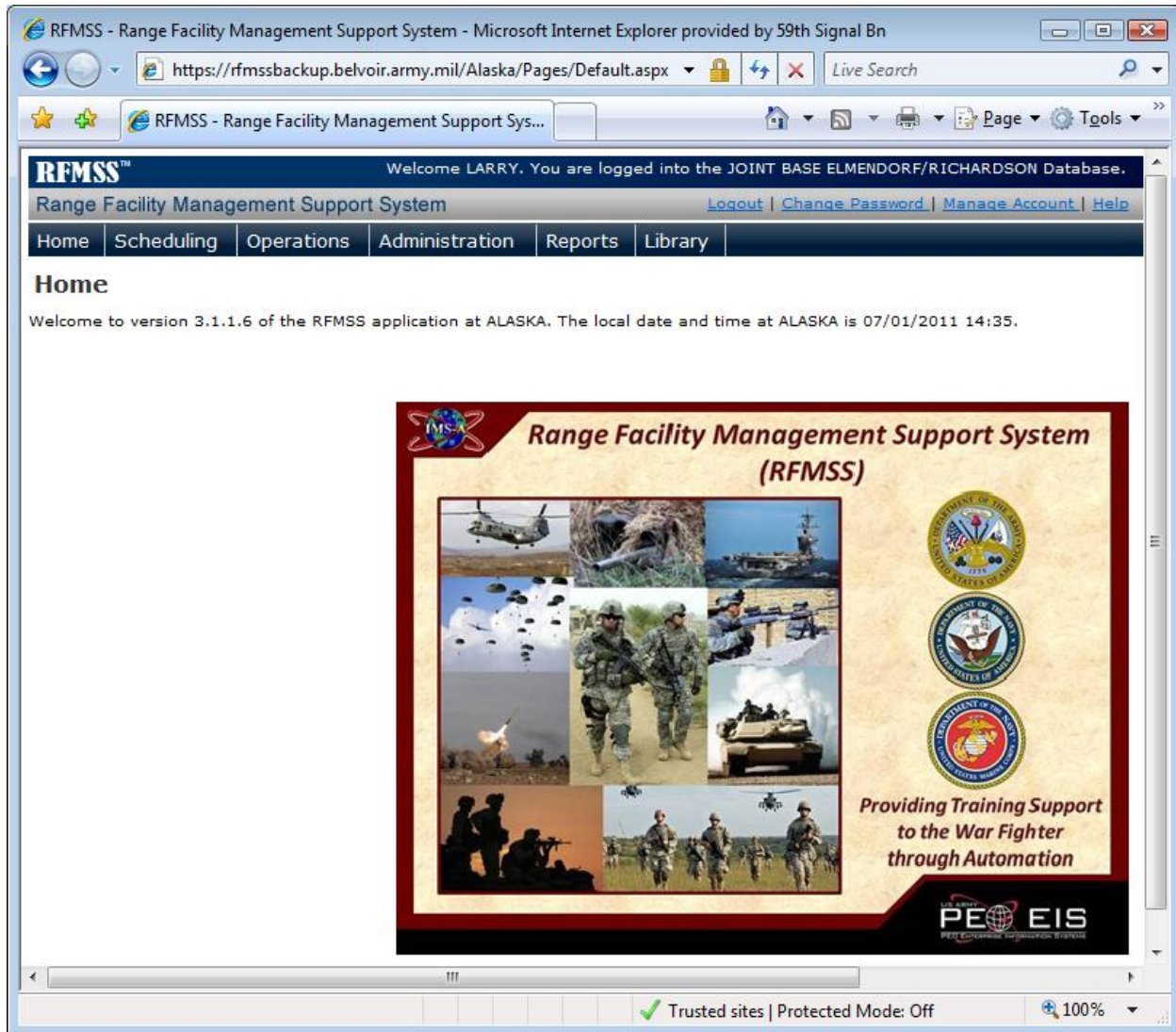
Selecting an Installation requires clicking on the command Group listing that the installation belongs to (**USARPAC SITES**), then clicking on the specific installation (**ALASKA**).



The system will identify the range facility selected (Alaska) and require a valid BN S-3 or designated official Username and Password to log into the facility database or a new account will have to be requested through the website.



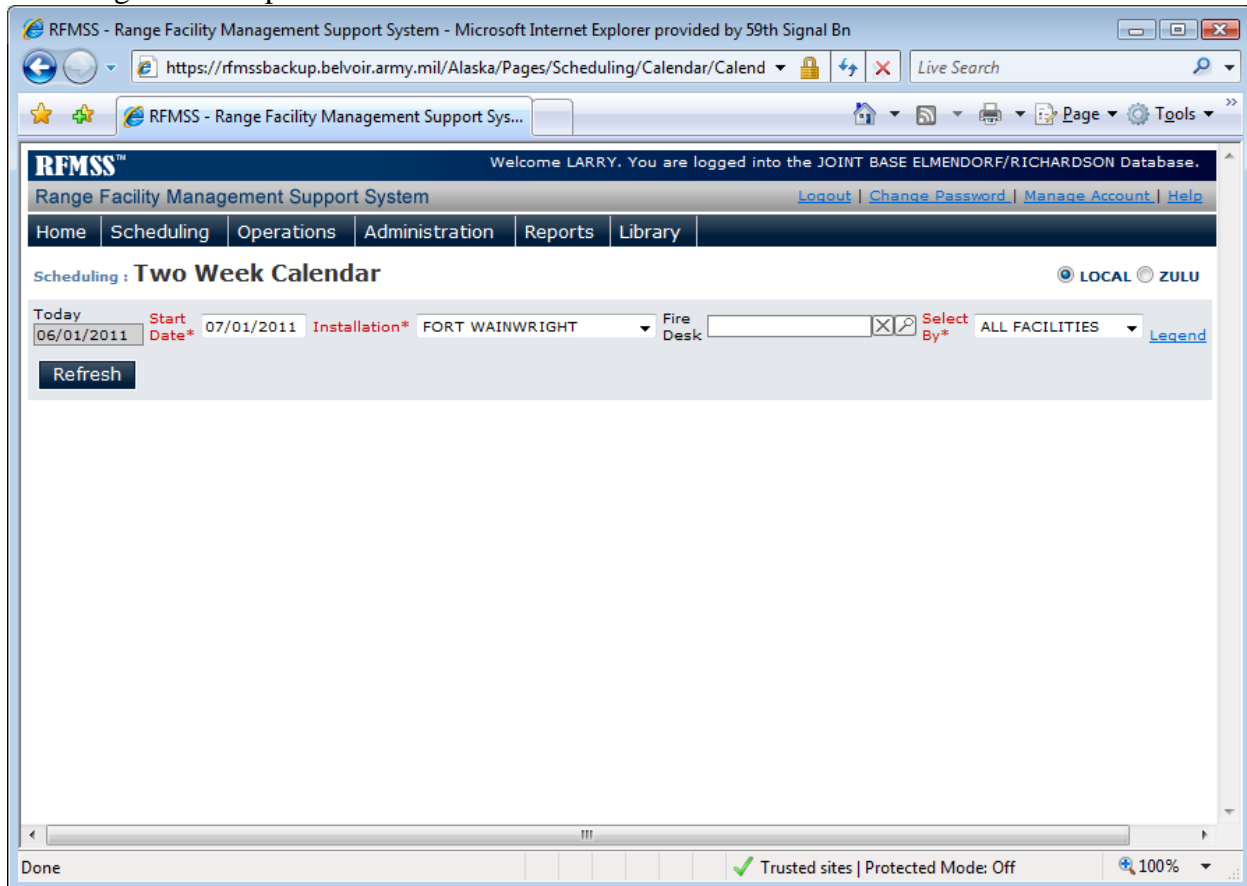
Once the BN S-3 or designated officials Username and Password have been entered and accepted by the system the user will see the following window and be required to select the next desired action.



NOTE: Throughout the application, all data entry fields labeled with an Asterisk (*) and in **RED** are **MANDATORY** fields. The system will not allow the user to advance past that window without an entry in that field.

The Two Week Calendar

It is strongly recommended that all schedulers start the request submission process from the Two Week Calendar. Starting at the Two Week Calendar allows the user to see if there are any conflicts (scheduling or safety) on a desired facility prior to filling out the request forms. This can be a time saving process. When the Two Week Calendar is selected, the following window opens:



To display the Two Week Calendar –

1. Select the Start Date - To select a **Start Date** click anywhere in the start date box (Day, Month, Year). The user may select the desired start date for the Two Week Calendar. If no **Start Date** is selected the application will default to show today's date and the **Start Date** will default to the next days date.

2. Select the Installation - To assist the user in refining the listing displayed on the Two Week Calendar there is the Installation data field. This data field will display all established RFMSS fire desk operations on the Alaska Site (Richardson, Wainwright, Donnelly). The purpose for designating multiple fire desks is because of geographical location or the function of a specific set of training assets.

3. Select By: Facility Event or Group

Selecting a Facility Group Radio Button will display a listing of all the “facility type” groups established in the database. This is the easiest and preferred method. Once the Facility Group Radio Button is selected, the user must select the facility type that they are requesting by using the *drop down arrow to the right*. When the **“Get Two Week Calendar”**

RFMSS - Range Facility Management Support System - Microsoft Internet Explorer provided by 59th Signal Bn

https://rfmssbackup.belvoir.army.mil/Alaska/Pages/Scheduling/Calendar/Calendar

RFMSS - Range Facility Management Support Sys...

RFMSS™ Welcome LARRY. You are logged into the JOINT BASE ELMENDORF/RICHARDSON Database.

Range Facility Management Support System [Logout](#) | [Change Password](#) | [Manage Account](#) | [Help](#)

Home | **Scheduling** | Operations | Administration | Reports | Library

Scheduling : **Two Week Calendar** LOCAL ZULU

Today 06/01/2011 Start Date* 07/01/2011 Installation* FORT WAINWRIGHT Fire Desk Select By* FACILITY GROUP Legend

Refresh Facility Group ALL

Facility/Airspace (right-click cell for details)	Wed 01/11	Thu 03/11	Fri 04/11	Sat 05/11	Sun 06/11	Mon 07/11	Tue 08/11
ALL							
40MM RANGES							
AIRSPACE							
AT RANGES							
BIATHLON RANGES							
BIVOUAC AREAS							
COMBINED ARMS COLLECTIVE TRAINING FACILITY							
CONVOY LIVE FIRE RANGES							
DEMO RANGES							
DRIVING COURSES							
DROP ZONES							
EW THREAT SITES							
GRENADE RANGES							
IMPACT AREAS							
INDIRECT/DIRECT FIRING POINTS							
LANDING STRIP							
LANDING ZONE							
LIVE FIRE MANUEVER RANGES							
MACHINE GUN RANGES							
MOBILITY CORRIDORS / CONVOY ROUTES							
NON-FIRE TRAINING FACILITY							
NON-STANDARD RANGES							
OBSERVATION POINTS							
PISTOL RANGES							
RIFLE RANGES							
SURFACE TO AIR							
TRAINING AREAS							
TRAINING FACILITIES							
URBAN LIVE FIRE FACILITIES							

Trusted sites | Protected Mode: Off 100%

4. Click on *Get Two Week Calendar*. The Two Week Calendar window will open as seen below. The legend on the bottom of the window explains the codes used in the Two Week Calendar.

RFMSS - Range Facility Management Support System - Microsoft Internet Explorer provided by 59th Signal Bn

https://rfmssbackup.belvoir.army.mil/Alaska/Pages/Scheduling/Calendar/Calend

Welcome LARRY. You are logged into the JOINT BASE ELMENDORF/RICHARDSON Database.

Range Facility Management Support System

Logout | Change Password | Manage Account | Help

Home | Scheduling | Operations | Administration | Reports | Library

Scheduling : Two Week Calendar

Today: 06/01/2011 Start Date*: 07/01/2011 Installation*: FORT WAINWRIGHT Fire Desk: Select By*: FACILITY GROUP Legend

Refresh Facility Group: RIFLE RANGES

Facility/Airspace (right-click cell for details)	Fri 07/01/11	Sat 08/01/11	Sun 09/01/11	Mon 10/01/11	Tue 11/01/11	Wed 12/01/11	Thu 13/01/11	Fri 14/01/11	Sat 15/01/11	Sun 16/01/11	Mon 17/01/11	Tue 18/01/11
FWA 25-M ZERO	X					1	1				1	1
FWA AIR CURTAIN	X			1	1	1	X1					1
FWA BIA RNG BRCHHIL												
FWA CQM RANGE	X											1
FWA KD	X			X	X	X	X1					X
FWA M16/M4 QUAL	X			1	1	1	1					X1R
FWA MACHINE GUN	X			1	1	1	M				1	1
YTA BRAVO BATT FOB												
YTA MANCHU RNG		1	1									
YTA SQD COURSE ISBC												

Done Trusted sites | Protected Mode: Off 100%

To submit a request for a specific facility and date from the Two Week Calendar the user places the cursor over the block that corresponds to the desired facility and desired date column and double clicks the block. This will open a request form. Fill out the form as required (steps for completing a new request are detailed on [page 12](#) under the heading (Submitting a Request). Once the request is submitted click on the Two Week Calendar link, this resets the filters, click on **Get Two Week Calendar**. The Two Week Calendar will reflect the newly submitted request with an R for pending.

Viewing safety conflicts – Safety conflicts are displayed on the Two Week Calendar by an “X” appearing in the block. To view a description of the safety conflict, place the cursor over the block on the Two Week Calendar and double click. The following is an example of a Safety Conflict:

RFMSS - Range Facility Management Support System

Welcome LARRY. You are logged into the JOINT BASE ELMENDORF/RICHARDSON Database.

Logout | Change Password | Manage Account | Help

Home | Scheduling | Operations | Administration | Reports | Library

Scheduling : **Two Week Calendar**

Today: 06/01/2011 Start Date: 15/01/2011 Installation: FORT WAINWRIGHT Fire Desk: Select By: FACILITY GROUP Legend

Refresh Facility Group: RIFLE RANGES

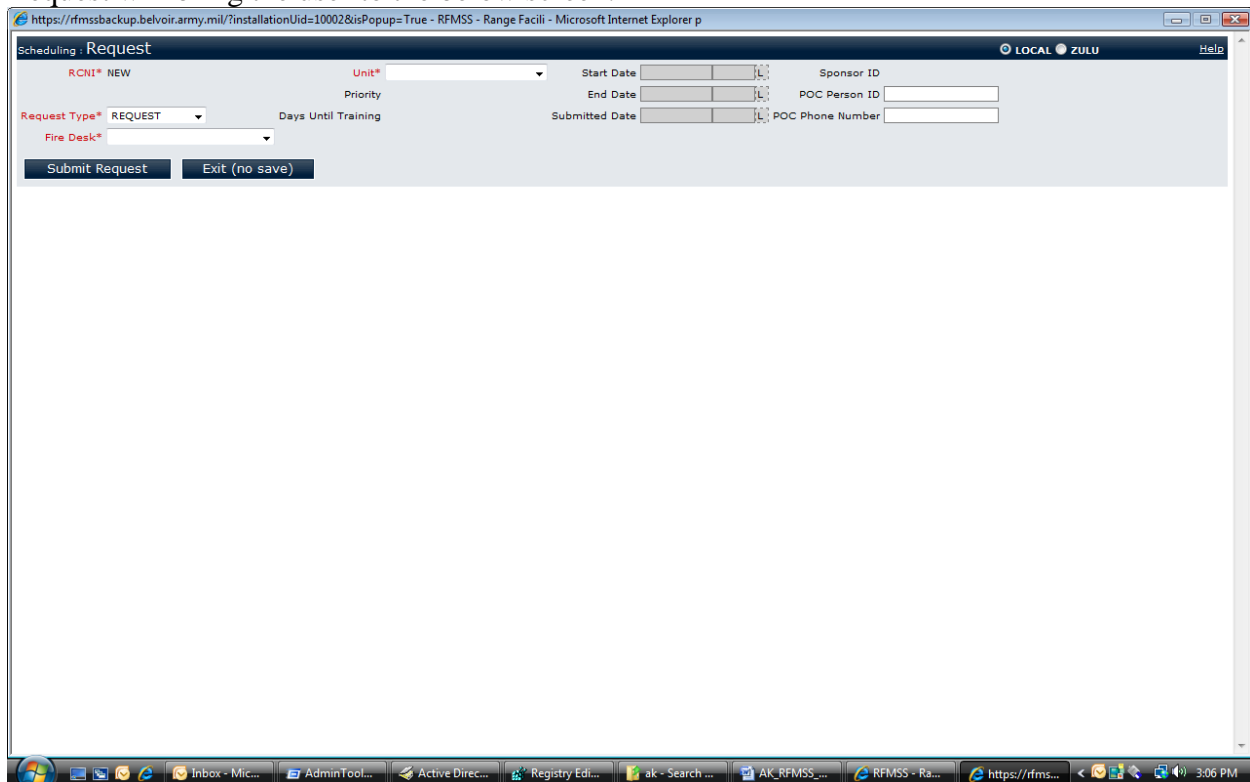
Facility/Airspace (right-click cell for details)	Sat 15/01/11	Sun 16/01/11	Mon 17/01/11	Tue 18/01/11	Wed 19/01/11	Thu 20/01/11	Fri 21/01/11	Sat 22/01/11	Sun 23/01/11	Mon 24/01/11	Tue 25/01/11	Wed 26/01/11
FWA 25-M ZERO			1	1	1	1	1			1	1	1
FWA AIR CURTAIN				1	1	1	1					
FWA BIA RNG BRCHHIL				1	1	1	1					
FWA CQM RANGE				1	1	1	1					
FWA KD				X	X	X	X			X	X	X
FWA M16/M4 DUAL				X1R	X1R	R	X1R					
FWA MACHINE GUN			1	1	1	1	1					
YTA BRAVO BATT FOR												
YTA MANCHU RNG												
YTA SQD COURSE ISBC												

To view scheduling conflicts – Should the user desire a facility that is already scheduled, indicated on the Two Week Calendar by either a “R” for a pending request or a numeric (1,2,3, etc.) indicating approved reservation(s).

Note: Most ranges, training areas, and facilities will accommodate more than one unit. Requests for Joint-Use are strongly encouraged. For instructions on how to request Joint Use, refer to USAG FWA 350-1, Chapter 3 or contact the Range Control Scheduler.

Submitting the Request

Double clicking a specific block on the Two Week Calendar selecting the Standard Request will bring the user to the below screen:



The screenshot shows a web browser window with the address bar displaying a URL from the Army's RFMSS system. The page title is "Scheduling: Request". The form includes several input fields and buttons:

- RCNIT* NEW** (text label)
- Unit*** (dropdown menu)
- Start Date** (calendar icon)
- Sponsor ID** (text input)
- Request Type*** (dropdown menu, currently set to "REQUEST")
- Priority** (text input)
- End Date** (calendar icon)
- POC Person ID** (text input)
- Days Until Training** (text input)
- Submitted Date** (calendar icon)
- POC Phone Number** (text input)
- Fire Desk*** (dropdown menu)
- Submit Request** (button)
- Exit (no save)** (button)

The Windows taskbar at the bottom shows various open applications including "Inbox - Mic...", "AdminTool...", "Active Direc...", "Registry Edi...", "ak - Search ...", "AK_RFMSS...", "RFMSS - Ra...", and the current browser window.

Submitting a Standard Request – In the system set up tables relationships between each facility, select events, and specific weapons/ammunition are established. This relationship establishes that the facility is capable of supporting specific events and weapons/ammo without any modification. When submitting a **Standard Request**, the drop down fields will only show those events, weapons, and ammunitions that have been established. The user selects required data from the drop down lists and submits the request.

Data Fields:

RCNI – The Request Control Number Identifier (RCNI) will not populate until the request has been submitted. Once the request has been submitted, the RCNI will be assigned to that request permanently. This is the number that the user will use to look up the request in the application.

***Unit – This is a mandatory field.** The user will select, from the drop down, what unit is requesting training.

***Fire Desk – This is a mandatory field.** The user will select, from the drop down, which fire desk they will be training through.

Priority – This field will auto populate if there has been a priority assigned to the unit requesting the facility.

***OIC – This is a mandatory field.** The user needs to specify which Officer in Charge (OIC) will oversee the training.

Commander – This field is not mandatory but is already known when request is made.

***POC Person ID – This is a mandatory field.** Name of person making request.

***POC Phone Number – This is a mandatory field.** Phone number of person making request.

Under the “No data to display” in the middle of the screen you want to click on “new”.

Standard Event check block – The application will default to placing a checkmark in this block. The checkmark indicates the relational data base is being used to extract data which is shown in the data field drop downs. If the user is authorized to remove the checkmark, the data drop down fields will display all appropriate data in the database.

***Event - This is a mandatory field.** The user must select a training event.

***Facility - This is a mandatory field.** The user must select the facility being requested.

***Start Date - This is a mandatory field.** This is the first day that the facility is being requested.

***End Date - This is a mandatory field.** This is the last day that the facility is being requested.

Number of People – Amount of people expected to train.

Range Safety Officer (RSO) – Use the magnify glass to the right of the block and choose a certified RSO from the list.

Officer in Charge (OIC) – Use the magnify glass to the right of the block and choose a certified OIC from the list.

When the Fields have been populated, click on the button **Save** to the lower left of the screen. The following screen will display:

https://rfmssbackup.belvoir.army.mil/7isPopup=True - RFMSS - Range Facility Management Support - Microsoft Internet Explorer p

Scheduling: Request LOCAL ZULU Help

RCN1* NEW Unit* RANGE CNTRL FWA Start Date 02/02/2011 07:00 L Sponsor ID
 Priority End Date 04/02/2011 16:00 L POC Person ID* JOE
 Request Type* REQUEST Days Until Training 27 Submitted Date POC Phone Number* 353-1244
 Fire Desk* FORT WAINWRIGHT OIC* AARON COMMANDER COL JONES

Submit Request Exit (no save) Save as Template Copy to New Request

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	04/02/2011 16:00 L	20000	0

Weapon/Ammo* Communications Vehicle Restriction Support User Fields* History

Impact Area
 Action Impact Area Name Impact Area Description Impact Area Altitude (MSL ft.)
[edit](#)

Weapons and Ammunition
 Action Weapon EIC/Model Weapon Description DODIC Ammunition Description Maximum Vertical Hazard (AGL ft) Maximum Ordinate (AGL ft) Delivery Type Ord Apex (AGL ft)

No data to display [new](#)

Note: There is a line on the screen just below the data fields that indicates the event and facility that was previously selected. Additionally, there is now a new set of data fields and tabs on the bottom of the display. Within the blue strip towards the bottom of the screen, there are blocks with labels inside. These are additional tabs that have data fields. These data fields address additional information about the event/facility now displayed in the blue field. The user must open each tab to input data. The user must be very careful to assure that the event desired is in the blue field before inputting or updating data tabs for that event.

NOTE: DO NOT click on the Exit (no save) BUTTON on the left hand side of the screen. The CANCEL Button will cancel the entire request and you will have to start over.

Completing the TABS portion of the Request – There are seven (7) tabs across the bottom of the Request Form. These tabs are as follows and are individually discussed below:

- ***Weapons Ammo** - This tab addresses only the event/facility displayed in the blue field.
- Communication - This tab addresses the entire request.
- Vehicle - This tab addresses only the event/facility displayed in the blue field.
- Conflict - This tab addresses only the event/facility displayed in the blue field. If there is a conflict to begin with.
- Restriction - This tab addresses only the event/facility displayed in the blue field.
- Support - This tab addresses only the event/facility displayed in the blue field.
- ***User Fields** - This tab addresses only the event/facility displayed in the blue field.

- History – This gives all the communication involved with the training request, which will be blank till further in the request and approval process.

The **Weapon Ammo Tab is mandatory**; The Weapon and Ammunition lists are standard listings of the Army inventory plus any local entries by the FA.

The Weapon Model and Description and DODIC that appear in the lists are populated from the Facility-Weapon, Facility-Ammunition and Weapon-Ammunition tables for standard requests.

NEW Button – The user selects the **Weapon and DODIC** for their training. To attach that data to the request form the user must click the **New** button. If there is more than one weapon and DODIC to be used during training the user must select the next weapon and DODIC and then click on the **New** button again. This process must be done for each weapon and DODIC being used during training to post the information on the request form.

https://rfmssbackup.belvoir.army.mil/?isPopup=True - RFMSS - Range Facility Management Support - Microsoft Internet Explorer p

Scheduling: Request LOCAL ZULU Help

RCN1* NEW Unit* RANGE CNTRL FWA Start Date 02/02/2011 07:00 L End Date 04/02/2011 16:00 L Sponsor ID POC Person ID* JOE POC Phone Number* 353-1244

Request Type* REQUEST Days Until Training 27 Submitted Date OIC* AARON COMMANDER COL JONES

Fire Desk* FORT WAINWRIGHT

Submit Request Exit (no save) Save as Template Copy to New Request

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	04/02/2011 16:00 L	20000	0

Weapon/Ammo* Communications Vehicle Restriction Support User Fields* History

Impact Area

Action	Impact Area Name	Impact Area Description	Impact Area Altitude (MSL FT.)
edit			

Weapons and Ammunition

Action	Weapon EIC/Model	Weapon Description	DODIC	Ammunition Description	Maximum Vertical Hazard (AGL ft)	Maximum Ordinate (AGL ft)	Delivery Type	Ord Apex (AGL ft)
No data to display new								

Communication Tab –

https://rfmssbackup.belvoir.army.mil/?isPopup=True - RFMSS - Range Facility Management Support - Microsoft Internet Explorer p

Scheduling - Request

RCN1* NEW Unit* RANGE CNTRL FWA Start Date 02/02/2011 07:00 L Sponsor ID
 Priority End Date 04/02/2011 16:00 L POC Person ID* JOE
 Request Type* REQUEST Days Until Training 27 Submitted Date POC Phone Number* 353-1244
 Fire Desk* FORT WAINWRIGHT OIC* AARON COMMANDER COL JONES

Submit Request Exit (no save) Save as Template Copy to New Request

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	04/02/2011 16:00 L	20000	0

Weapon/Ammo* Communications Vehicle Restriction Support User Fields* History

Action	Memo Text	User Name	Memo Date
No data to display new			

By clicking the *New* button you can add any memo you would like to communicate with range control, specifically the scheduler.

Vehicle Tab –

https://rfmssbackup.belvoir.army.mil/?isPopup=True - RFMSS - Range Facility Management Support - Microsoft Internet Explorer p

Scheduling - Request

RCN1* NEW Unit* RANGE CNTRL FWA Start Date 02/02/2011 07:00 L End Date 04/02/2011 16:00 L Sponsor ID POC Person ID* JOE POC Phone Number* 353-1244

Request Type* REQUEST Days Until Training 27 Submitted Date OIC* AARON COMMANDER COL JONES

Fire Desk* FORT WAINWRIGHT

Submit Request Exit (no save) Save as Template Copy to New Request

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	04/02/2011 16:00 L	20000	0

Weapon/Ammo* Communications Vehicle Restriction Support User Fields* History

Action	Vehicle Model	Vehicle Description	Quantity
No data to display new			

The Vehicle Tab of the Request Form displays the vehicles. The *Model Name* and the *Requested Vehicle Quantity* of each type of vehicle are needed. **All vehicles** that are utilized, to include hardstand-parking areas, are to be entered into the Request Form.

New button – The user selects the vehicle and quantity for that vehicle. To attach that data to the request form, event/facility line, the user must click the **New** button. If there is more than one type of vehicle to be used during training the user must select the next vehicle, input the quantity for that vehicle, and then click on the **New** button again. This process must be duplicated for each vehicle type to post the information on the request form. There will be a listing below the data fields (grey bar) which will show each entry for that specific facility.

Restriction Tab –

The screenshot shows the 'Scheduling - Request' window in a Microsoft Internet Explorer browser. The URL is 'https://rfmssbackup.belvoir.army.mil/?isPopup=True - RFMSS - Range Facility Management Support'. The window contains a form for creating a new request. The form includes fields for 'Unit' (RANGE CNTRL FWA), 'Start Date' (02/02/2011 07:00), 'End Date' (04/02/2011 16:00), 'Sponsor ID', 'POC Person ID' (JOE), 'POC Phone Number' (353-1244), 'Request Type' (REQUEST), 'Days Until Training' (27), 'Submitted Date', 'Fire Desk' (FORT WAINWRIGHT), 'OIC' (AARON), and 'COMMANDER' (COL JONES). Below the form are buttons for 'Submit Request', 'Exit (no save)', 'Save as Template', and 'Copy to New Request'. A table below the buttons lists the request details. The table has columns for Action, Standard, Continuous, Air, Status, Sub-Status, Facility/Airspace Subdivision, Event Name, Start Date, End Date, Max Facility / Airspace Subdiv Altitude (MSL ft), and Max Vert Hazard (AGL ft). The table shows one entry for 'SHOTGUN TRAINING' at 'FWA 25-M ZERO' with a start date of 02/02/2011 07:00 L and an end date of 04/02/2011 16:00 L. Below the table are tabs for 'Weapon/Ammo*', 'Communications', 'Vehicle', 'Restriction', 'Support', 'User Fields*', and 'History'. The 'Restriction' tab is selected, showing a table with columns for Description, Start Date, End Date, and Type. The table is empty, displaying 'No data to display'.

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	04/02/2011 16:00 L	20000	0

The **Restriction Tab** of the Request Form window enables the user to view any **Waivers**, **Prerequisites**, **Limitations**, and available **Equipment** associated with the selected event and/or facility. *The restrictions on the facilities can be established for specific time frames or long term in the set up table.*

View any information on each of these restriction types by clicking the applicable radio button: **Waivers**, **Prerequisites** and **Limitations**. The system will display specific data fields containing information affecting the request.

A **Limitation** would be any restriction that could keep the facility from being operated at full capacity (i.e. limited hours of operation due to noise abatement, animal migration, or seasonal restrictions).

A **Prerequisite** would be a requirement for the user to take some action on prior to facility usage (i.e. submit packages within established guidelines, SDZs, or attend special briefings or specialized training courses).

A **Waiver** would be the requirement to obtain special permission to conduct specific types of training (i.e. fire fighting training during a dry season).

Support tab –

The screenshot shows the RFMSS Web Users Handbook interface in Microsoft Internet Explorer. The browser address bar displays the URL: <https://rfmssbackup.belvoir.army.mil/?isPopup=True>. The page title is "RFMSS - Range Facility Management Support".

The interface includes a top navigation bar with the following fields and buttons:

- Request Type*: REQUEST (dropdown)
- Days Until Training: 26
- Submitted Date: (empty field)
- POC Phone Number*: 353-1244
- Fire Desk*: FORT WAINWRIGHT (dropdown)
- OIC*: AARON (text input)
- COMMANDER: (empty field)
- Buttons: Submit Request, Exit (no save), Save as Template, Copy to New Request

Below the navigation bar is a table with the following columns: Action, Standard, Continuous, Air, Status, Sub-Status, Facility/Airspace Subdivision, Event Name, Start Date, End Date, Max Facility / Airspace Subdiv Altitude (MSL ft), and Max Vert Hazard (AGL ft). The table contains one row of data:

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	03/02/2011 16:00 L	20000	0

Below the table is a horizontal tab bar with the following tabs: Weapon/Ammo*, Communications, Vehicle, Restriction, Support, User Fields* (selected), and History.

The "User Fields*" tab is active, displaying two sections:

- Support Items**: A table with columns: Action, Name, Model Name, Description, Quantity, and Remark. The table is empty, displaying "No data to display" with a [new](#) link.
- Facility Equipment**: A table with columns: Support Resource and Quantity. The table is empty, displaying "No data to display".

This tab displays support facilities/equipment associated in the database with the selected facility.

User Fields tab –

The screenshot shows the RFMSS web application interface. At the top, the browser address bar displays the URL: <https://rfmssbackup.belvoir.army.mil/?isPopup=True>. The page title is "RFMSS - Range Facility Management Support". The main content area is titled "Scheduling - Request".

The form includes the following fields and controls:

- RCN1***: NEW
- Unit***: RANGE CNTRL FWA
- Start Date**: 02/02/2011 07:00
- End Date**: 03/02/2011 16:00
- Sponsor ID**: [Empty]
- Request Type***: REQUEST
- Days Until Training**: 26
- Submitted Date**: [Empty]
- POC Person ID***: JOE
- Fire Desk***: FORT WAINWRIGHT
- OIC***: AARON
- POC Phone Number***: 353-1244
- COMMANDER**: [Empty]

Below the form are four buttons: "Submit Request", "Exit (no save)", "Save as Template", and "Copy to New Request".

A table displays the request details:

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date	End Date	Max Facility / Airspace Subdiv Altitude (MSL ft)	Max Vert Hazard (AGL ft)
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEN-RC		FWA 25-M ZERO	SHOTGUN TRAINING	02/02/2011 07:00 L	03/02/2011 16:00 L	20000	0

Below the table is a horizontal tab bar with the following tabs: "Weapon/Ammo*", "Communications", "Vehicle", "Restriction", "Support", "User Fields*", and "History". The "User Fields*" tab is currently selected.

The "User Fields*" tab contains a table with the following columns:

Action	E-MAIL*
edit	

All that is required is to add an e-mail address.

Once **ALL** information has been input click the **submit request button** to the left side of the screen.

Once you click **submit request** your request will be entered into RFMSS and you will have the option to **Print Summary**. Your request is now **PENDING** and you will need to check on the status. Statuses of PEN-CUST and COND-RES require additional information and units need to ensure their requests are not delayed because of the requirements. Once your request is approved (RES), print a copy for the certified OIC/RSO; they must have a hard copy of the request with a "RES" Status when they come and sign for the facility and while the unit occupies it.

Submitting a Non-Standard Request – The difference between the **Standard Request** and **Non-Standard Request** is the relational database is bypassed when submitting a Non-Standard Request. When filling out the Non-Standard Request the drop down fields will display **ALL** possibilities, not just those relationships established in the tables as with a Standard Event request. Submitting a Non-Standard Request requires the range cadre to modify the range in some manner or establish special support. The form is the same; data contained in the drop down fields will be different. Units are encouraged to contact Range Control prior to submitting a Non-Standard Request.

Reviewing Requests

Selecting the “Request Processing” tab under the scheduling field will display the following window:

RFMSS - Range Facility Management Support System - Microsoft Internet Explorer provided by 59th Signal Bn

https://rfmssbackup.belvoir.army.mil/Alaska/Pages/Scheduling, Live Search

Welcome LARRY. You are logged into the JOINT BASE ELMENDORF/RICHARDSON Database.

Range Facility Management Support System

Logout | Change Password | Manage Account | Help

Home | **Scheduling** | Operations | Administration | Reports | Library

Scheduling : **Request Processing** LOCAL ZULU

All Activities My Activities My Activities Having New Status Since 10/01/2011 07:40

From Date 11/01/2011 00:00 To Date 10/07/2011 23:59 Installation FORT WAINWRIGHT RCNI

Unit Fire Desk Event Search

Status Facility Group Facility Refr

Set Status... Set/Remove Condition... Approve/Disapprove Condition... Modify Activity... New Request

To select multiple, hold down CTRL or SHIFT key, but NOT both.

Select	RCNI	Unit	Priority	Facility/Airspace Subdivision	Event Name	Event Category
<input type="checkbox"/>						
<input type="checkbox"/>	169433	5-1 CAV	0	FWA M16/M4 QUAL	RECORD FIRES	FIRE
<input type="checkbox"/>	169433	5-1 CAV	0	FWA M16/M4 QUAL	RECORD FIRES	FIRE
<input type="checkbox"/>	169435	5-1 CAV		FWA MACHINE GUN	M2 TRANSITION FIRE	FIRE
<input type="checkbox"/>	169435	5-1 CAV		FWA MACHINE GUN	MK 19, DAY PRACTICE/QUALIFICATION	FIRE
<input type="checkbox"/>	169439	5-1 CAV	0	FWA AIR CURTAIN	ZERO AND ALT-C QUAL	FIRE
<input type="checkbox"/>	169439	5-1 CAV	0	FWA AIR CURTAIN	ZERO AND ALT-C QUAL	FIRE

Page 1 of 6 (286 items) [1] 2 3 4 5 6

Done Trusted sites | Protected Mode: Off 100%

To view the **Request Summary** the user selects the date for training. The search may be further filtered by selecting a specific **Unit**, **Status**, **Facility**, or **Event**. Once the user has selected the filters desired click on the **Filter Requests** Button and the requests will display as shown above.

To review a submitted request place the cursor over the RCNI number and double click. This will pull the Request Summary for viewing.

Modifying Requests

Modifying a request may be done by the submitting unit until it has been approved by RANGE CONTROL. Upon Range Controls approval it is now a reservation. Reservations can only be modified by Range Control. To modify a request the submitting unit must select “Request Processing” tab under the scheduling column. If the submitting unit selects a request they submitted there will be an option to the left side of the form, “Edit”, as seen below.

https://rfmssbackup.belvoir.army.mil/?rcni=169439&isPopup=True - RFMSS - Range Facility Management - Microsoft Internet Explorer p

Scheduling: Request LOCAL ZULU Help

RCNI* 169439 Unit* 5-1 CAV Start Date 12/01/2011 07:00 L Sponsor ID 1/25 SBCT

Request Type* REQUEST Priority End Date 25/01/2011 17:00 L POC Person ID* BN S-3

Days Until Training 2 Submitted Date 24/09/2010 16:14 L POC Phone Number* No POC Phone

Fire Desk* FORT WAINWRIGHT OIC* COMMANDER

Submit Request Exit (no save) Summary (no save) Save as Template Copy to New Request

Action	Standard	Continuous	Air	Status	Sub-Status	Facility/Airspace Subdivision	Event Name	Start Date
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RES		FWA AIR CURTAIN	ZERO AND ALT-C QUAL	12/01/2011 07:00 L
new edit copy delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RES		FWA AIR CURTAIN	ZERO AND ALT-C QUAL	25/01/2011 07:00 L

!!!

Weapon/Ammo* Communications Vehicle Restriction Support User Fields* History

Impact Area

Action	Impact Area Name	Impact Area Description	Impact Area Altitude (MSL FT.)
edit			

Weapons and Ammunition

Action	Weapon EIC/Model	Weapon Description	DODIC	Ammunition Description	Maximum Vertical Hazard (AGL ft)	Maximum Ordinate (AGL ft)	Deliv Type
new edit copy delete	(4GM) M16A2 / M4	RIFLE 5.56MM	A059	CTG 5.56MM BALL M855 F/M16A2 RIFLE	1066	0	

Clicking the Edit option will open the request form that was originally submitted. The user updates the changes as required. Once the request form has been changed the user clicks the SAVE button on the request form. The request is now submitted under the same RCNI number with the requested changes. To verify the user may again select the “Review Requests” from the left hand column and view the RCNI as posted in the application.

Request Processing

Selecting the “Request Processing” tab will display the following window:

RFMSS - Range Facility Management Support System - Microsoft Internet Explorer provided by 59th Signal Bn

https://rfmssbackup.belvoir.army.mil/Alaska/Pages/Scheduling, Live Search

RFMSS - Range Facility Management Support Sys...

Welcome LARRY. You are logged into the JOINT BASE ELMENDORF/RICHARDSON Database.

Range Facility Management Support System

Logout | Change Password | Manage Account | Help

Home | **Scheduling** | Operations | Administration | Reports | Library

Scheduling : **Request Processing** LOCAL ZULU

All Activities My Activities My Activities Having New Status Since 10/01/2011 07:40

From Date 11/01/2011 00:00 To Date 10/07/2011 23:59 Installation FORT WAINWRIGHT RCNI

Unit Fire Desk Event Search

Status Facility Group Facility Refr

Set Status... Set/Remove Condition... Approve/Disapprove Condition... Modify Activity... New Request

Set Status...
 Approve
 Disapprove
 Cancel
 Reinitiate
 Hold to Request

Select multiple, hold down CTRL or SHIFT key, but NOT both.

Se	Unit	Priority	Facility/Airspace Subdivision	Event Name	Event Category
<input type="checkbox"/>	169433	5-1 CAV	0	FWA M16/M4 QUAL	RECORD FIRES
<input type="checkbox"/>	169433	5-1 CAV	0	FWA M16/M4 QUAL	RECORD FIRES
<input type="checkbox"/>	169435	5-1 CAV		FWA MACHINE GUN	M2 TRANSITION FIRE
<input type="checkbox"/>	169435	5-1 CAV		FWA MACHINE GUN	MK 19, DAY PRACTICE/QUALIFICATION
<input type="checkbox"/>	169439	5-1 CAV	0	FWA AIR CURTAIN	ZERO AND ALT-C QUAL
<input checked="" type="checkbox"/>	169439	5-1 CAV	0	FWA AIR CURTAIN	ZERO AND ALT-C QUAL

Page 1 of 6 (286 items) [1] 2 3 4 5 6

Trusted sites | Protected Mode: Off 100%

To process a request the user must be established in the Chain Of Command (COC) in the system set up tables. To view the submitted requests the user selects the date when training is to take place. The search may be further filtered by selecting a specific **Unit**, **Status**, **Facility**, or **Event**. Once the user has selected the desired filters click on the **Filter Requests** button and the requests will display as shown. To process a specific request place the cursor on the radio button in front of the RCNI and click. This will activate the radio button and a dot will appear in the button. Next place the cursor on the button labeled with the action desired to be applied to the request (i.e. Approve, Cancel, Disapprove, Re-initiate, Request Approval Log, or Hold to request). The action is taken in the system to update the database with the action. To verify the action was accepted in the system place the cursor over the Filter Requests and click. The request will be seen again but the **Status** and/or **Sub Status** will reflect the change.

(The Sub Status will reflect the next higher lever of approval required as established in the set up tables.)

Range Bulletin

The Range Bulletin will display the scheduled range activities during the selected time frames. Below is an example of the Range bulletin window.

The screenshot shows the RFMSS (Range Facility Management Support System) interface in a Microsoft Internet Explorer browser. The page title is "RFMSS - Range Facility Management Support System - Microsoft Internet Explorer provided by 59th Signal Bn". The URL is "https://rfmssbackup.belvoir.army.mil/Alaska/Pages/Scheduling/RangeBulletin/RangeBulletin.aspx". The user is logged in as LARRY to the JOINT BASE ELMENDORF/RICHARDSON Database.

The interface includes a navigation menu with links: Home, Scheduling, Operations, Administration, Reports, and Library. The "Scheduling" link is active, and the "Range Bulletin" page is displayed. The page has a "LOCAL" radio button selected and a "ZULU" radio button.

The "Range Bulletin" section contains a form with the following fields:

- Start Date: 10/01/2011 00:00
- End Date: 14/01/2011 23:59
- Installation*: FORT WAINWRIGHT
- Fire Desk*: FORT WAINWRIGHT
- Unit: [Empty]

Below the form are two radio buttons: "Edit Remarks" (selected) and "Generate Range Bulletin". A "Submit" button is also present.

The main content area displays a table of scheduled range activities. The table has the following columns: Action, Date, RCNI, Facility/Airspace Subdivision, Unit, Event Name, Fire Desk, Start Time, and End Time.

Action	Date	RCNI	Facility/Airspace Subdivision	Unit	Event Name	Fire Desk	Start Time	End Time
edit remarks	10/01/2011	169684	FWA AIR CURTAIN	1-5 IN	INSTRUCTIONAL FIRE	FORT WAINWRIGHT	12:00 L	23:59 L
edit remarks	10/01/2011	76039653	FWA CACTF	RANGE CNTRL FWA	OIC/RSO RANGE CERT.	FORT WAINWRIGHT	09:00 L	12:00 L
edit remarks	10/01/2011	76038702	FWA CACTF	28TH MP DET FWA	ARCTIC LIGHT INDOCTRINATI... TRAINING	FORT WAINWRIGHT	09:00 L	23:59 L
edit remarks	10/01/2011	169684	FWA M16/M4 QUAL	1-5 IN	RECORD FIRES	FORT WAINWRIGHT	12:00 L	23:59 L

The bottom of the browser window shows the status bar with "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

Help

Help allows the user to view an active help screen that will assist in the understanding of each of the screens provided in the RFMSS WEB based application. The “Help” button will take users to screens and give brief explanations as to the functionality of that screen.

Help Desk

This will take the user to the numbers to contact the IMS-A NOSC. User should call the local FA prior to contacting IMS-A NOSC.

Logout

Clicking on the *Logout* Button (right hand side of your screen) will log out the user and close the web access session. ***UNITS, ENSURE YOU USE THE LOGOUT OPTION*** – do NOT just hit the “X.”